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SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 4

To: All Divisions and Sections, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Amenaments to Contracts

Effective immediately, the procedure set forth herein is to be observed on all proposals to amend contracts and the resultant amendments.

AMENDMENT PROPOSAL

- A. Proposals to amend contracts shall originate in the commodity divisions only. They shall be addressed to the Assistant Chief of the Special Commodities Branch and be prepared for his approval.
1. Contract Provisions: Relative provisions of the contract taking into consideration any and all previous amendments. This paragraph shall include an accurate description as of the date of the memorandum, of the contract provision(s) for which authority to amend is requested and should comprehend all amendments approved, completed and in process as of the date of the amendment proposal. Specific mention shall be made of any liquidated damage clause in the original contract or in any subsequent amendment.
- The purpose of the above is to provide in the memorandum a complete and clear resume of the contract provisions as they exist at the time rather than a statement of the contract as originally executed.
- Where specific items in the contract or in any amendments that have been made to the contract are under consideration, the amendment proposal should likewise clearly indicate that the amendment concerns only that part of the contract. This can be accomplished by the reference that the contract "provides in part" for the delivery of the particular commodity, style, type of packing or packaging, or otherwise.
2. Proposed Amendment: A brief statement indicating the nature of the amendment.

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3. Reason for amendment: Basis thereof and supporting data.
 4. Transportation:
 5. Advantage to the government

CONTRACT AMENDMENTS

- B. The commodity division, upon receipt of the notice of approval of the amendment proposal, shall prepare an amendment in an original and eight (8) copies if by letter, or, if by telegram, a telegraph blank, one (1) yellow, one (1) green and eight (8) white copies. The original (and one white copy of the letter, if confirmation is required) shall be signed by the Chief of the Commodity Division, or, in his absence, by the Chief or Assistant Chief of the Branch. All copies of the amendments and approved proposal to amend are to be forwarded to the Announcement and Contract Section and will be distributed by it as indicated below:

If by letter

Original to vendor (also signed copy if confirmation is required)
Two copies (one signed) to Fiscal Branch (Accounting)
One copy to Program Accounting, New York, N. Y.
One copy to Accountability Section
One copy to Shipping
One copy to Contract files
One copy to related inspection service

If by telegram

Telegraph blank and one white copy for transmission to vendor
Two copies (one signed) to Fiscal Branch (Accounting)
One copy to Program Accounting, New York, N. Y.
One copy to Accountability Section
One copy to Shipping
One copy to Contract files
One copy to related inspection service
Green and yellow copies to Central files

If confirmation of the amendment by the vendor is required, the copy of the letter bearing the vendors signature shall be sent to the Fiscal Branch.

- C. All amendments to contracts shall specifically provide that all additional costs, except as provided therein, are to be assumed by the vendor and that the Government will benefit from all savings.

- D. The proper and complete routing of amendments, within this Branch is as follows:
1. Proposal to amend is prepared in commodity division
 2. Commodity division obtains initials of inspection service if required
 3. Forwarded to the Assistant Chief of the Branch for approval
 4. Commodity division receives approved proposal
 5. Commodity division prepares amendment
 6. Forwarded to Announcement and Contract Section
 7. Announcement and Contract Section distributes copies and maintains proper files and records of amendments.
- E. Responsibility for notifying the proper inspection service officers of amendments to contracts shall be in the commodity division originating the amendment. Method of notification shall be by means of one copy of the amendment which is to be earmarked for the proper officer at the time amendments are sent to the Announcement and Contract Section for distribution.
- F. Nothing in this procedure shall be construed as removing the responsibility for making contract amendments from the respective commodity division chiefs. Approval of amendments by the Assistant Chief of the Branch is a measure instituted to provide uniformity of policy within the branch with regard to contract matters and relationships with vendors.

H. Hallin

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